

APPLICATION FOR EMPLOYMENT



1104 England Drive
Cookeville, TN 38501
931-432-4111

This application is a very important part of the selection process. No action will be taken until all requested information has been furnished. Please be aware that the information you provide will be used in the job screening process. Therefore, it is important that you be as specific as possible in your description of past and present experiences, training and education.

Answer all questions fully and accurately. If additional space is needed, please use a blank sheet and attach it to the application form. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for not applicable.

All applications are public documents and are open to public inspection and/or publication. Please print.

Position Applied For: _____ Date: _____

Name

Last	First	Middle
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Residential Address

Number	Street	Apt #
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City	State	Zip
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Mailing Address

Number	Street	Apt #
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City	State	Zip
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Telephone: Home: () _____ Cell: () _____
Area Code Area Code

The Upper Cumberland Development District is an Affirmative Action, Equal Opportunity Employer
We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

Have you been previously employed by the UCDD? Yes _____ No _____. If yes, give date _____.

Are you currently employed? Yes _____ No _____

If yes, may we contact your present employer? Yes _____ No _____

Do you have any relatives who are currently working for the UCDD? Yes _____ No _____

If yes, please list name(s) and departments(s) _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes _____ No _____ *(Proof of citizenship or immigration status will be required upon employment.)*

Have you been convicted of any law violation (other than a minor traffic violation?): Yes _____ No _____

If yes, please explain:

Are you over 18 years of Age? Yes _____ No _____

PROFESSIONAL, TRADE, BUSINESS AND CIVIC ACTIVITIES

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, handicap or other protected status.)

PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

EMPLOYMENT EXPERIENCE

Provide the information requested below beginning with your present or last job. Include military assignments.

1	Employer		Work Performed	
			Dates Employed	
	Telephone	From	To	
	Address			
	Job Title	Hourly Rate / Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
2	Employer		Work Performed	
			Dates Employed	
	Telephone	From	To	
	Address			
	Job Title	Hourly Rate / Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
3	Employer		Work Performed	
			Dates Employed	
	Telephone	From	To	
	Address			
	Job Title	Hourly Rate / Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			
4	Employer		Work Performed	
			Dates Employed	
	Telephone	From	To	
	Address			
	Job Title	Hourly Rate / Salary		
	Supervisor	Starting	Final	
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment and other experience.

EDUCATION

	Elementary	High School	College/University	Grad/Profess
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma or Degree				
Course of Study				
Describe specialized training, apprenticeship, sills and extra-curricular activities.				

Honors Received:

State any additional information you may feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, and my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at any employment decision. I release such persons and organizations from legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete criminal/credit check. I consent to the release of any or all information as deemed necessary to judge my capability of employment, if required.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug test screen as a condition of employment, if required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer.

Applicant's Signature

Date